Resume format for MBA freshers

Template from our own collection. Replace every [placeholder] with your details; sample names are fictional. This is not legal or professional advice.

ISHITA MAJUMDAR
[City] | [Phone] | [Email]

EDUCATION
MBA (Marketing and Analytics), Riverbend School of Management - 2027 batch | CGPA 3.4 / 4.0 after two terms
B.Com (Honours), Lakeshore College, 2023 - 79%
Class 12 (Commerce), [School Name], 2020 - 91%

SUMMER INTERNSHIP (8 weeks, 2026)
Marketing Intern, Tessellate Home Products (fictional)
Business question: why were repeat orders flat in two smaller cities?
- Cleaned and studied 14 months of order data and 40 customer call notes.
- Found that most lapsed customers never received a reorder reminder; proposed a simple message sequence.
- The regional team ran a small pilot on my proposal; I presented the early results to the sales head.

WORK EXPERIENCE
Business Analyst, Orchard Row Consulting (fictional) | 2023-2025
- Built weekly sales reports for three clients, replacing a manual process that took a day.
- Supported two pricing reviews by preparing comparison tables for the senior team.
- Trained two new joiners on the reporting template.

LEADERSHIP AND EXTRACURRICULARS
Convener, Marketing Club: organised a three-day brand-case event with 12 teams.
Runner-up, inter-college case competition, 2026.
Volunteer coordinator, college literacy drive, 2022-23.

CERTIFICATIONS AND INTERESTS
Spreadsheet modelling and data visualisation courses (2025). Interests: long-distance cycling, quiz leagues.